

Office Memorandum • UNITED STATES GOVERNMENT

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TO : Director of Training
FROM : Chief, Language Services Division, O/TR
SUBJECT: Progress Report for Week of 12 January through 16 January 1953

DATE: 15 January 1953

1. A combined total of 154 students is presently enrolled in introductory and self-study courses in the Language Training Center.
2. The language laboratory was used for a total of 300 hours, including 6 hours of movies, during the week.
3. Five requests for training students outside the Agency were recommended for approval.
4. The memorandum announcing the internal and external spring language training program will be distributed by the end of this week.

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cc: Plans and Policy Staff

JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 21 NO CHANGE
IN CLASS X IN CLASS/ CLASS CHANGED TO _____ TR & C RET. JUST. 22
NEXT REV DATE 89 REV DATE 9 Nov 79 _____
NO. PGS 1 _____
REV CLASS C REV COORD. _____ AUTH: RA 73-3
_____ OP// ORG CLASS C
_____ IPE DOC. 02

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